



MEMO

TO: Board Members

FROM: Farrah M. Conjar
Executive Secretary

DATE: July 15, 2015

RE: Minutes-Board Meeting
June 17, 2015

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Chief Counsel has made notification to the public of the scheduled meeting on June 17, 2015, of the Pennsylvania Board of Probation and Parole.

The meeting convened at 9:00 AM with Acting Chairman Tuttle presiding.

Board Members Edward Burke, Michael Green, Michael Potteiger, Leslie Grey, and Craig McKay were in attendance. Also in attendance were Fred Klunk, Office of Statistical Analysis; Meghan Dade, Executive Director of SOAB; Richard Dash, Director of the Office of Administrative Services; Alan Robinson, Office of Chief Counsel; Sherry Tate Office of Communications, Leo Dunn Director of Policy and Legislative Affairs, Kim Barkley, Office of Board Secretary, Penny Hockenberry, Office of Victim Advocate.

All reports referenced in Public Session were previously disseminated to Board Members and Senior Staff for review and will be made available upon request.

I. APPROVAL OF BOARD MINUTES OF May 13, 2015

Motion was made by Board Member Green, seconded by Board Member Potteiger, and carried unanimously to approve the minutes.

*ACTION
ITEM*

II. OFFICE OF THE VICTIM ADVOCATE

Mr. Robinson had nothing to report; however is available to the Board as needed.

III. SEXUAL OFFENDERS' ASSESSMENT BOARD

Ms. Dade had nothing to report; however is available to the Board as needed.

IV. OFFICE OF CHIEF COUNSEL

Mr. Robinson had nothing to report; however is available to the Board as needed.

V. OFFICE OF BOARD SECRETARY

Ms. Barkley had nothing to report; however is available to the Board as needed.

VI. HEARING EXAMINER OFFICE

Mr. Fox had nothing to report.

VII. OFFICE OF STATISTICAL REPORTING AND EVIDENCE-BASED PROGRAM EVALUATION

Mr. Klunk had nothing to report, however is available to the Board as needed.

VIII. OFFICE OF ADMINISTRATIVE SERVICES

Mr. Dash reported if the Budget does not get signed, no TEV's payments will be made after July 1, 2015, however, it will not stop employees from getting fuel for state cars.

IX. OFFICE OF FIELD PROBATION AND PAROLE SERVICES

Mr. McIntyre reported that Michael Willis was promoted to Deputy District Director Philadelphia.

X. OFFICE OF RE-ENTRY AND QUALITY ASSURANCE

Ms. Daub announced Coleen Fickel is coming back as a annuitant in Standards and Accreditation. She will be performing as a director 2-3 days a week.

XI. OFFICE OF COMMUNICATIONS'

Ms. Tate had nothing to report, however is available to the Board as needed.

XII. OFFICE OF POLICY AND LEGISLATIVE AFFAIRS

Mr. Dunn announced the nominations and merger bills got postponed until next week.

XIII. OLD BUSINESS or NEW BUSINESS

OLD BUSINESS:

Mr. Tuttle commended Mr. Mckay for doing a presentation last week at the Pennsylvania Bar Institute.

NEW BUSINESS:

Static 99 R training is moving along, training is being conducted with the Department of Corrections and will be completed July 28, 2015. Go Live date for the Static 99 R will be the week of August 17, 2015. Board Members will see the new form on the October Docket.

The meeting was adjourned at 10:10 a.m.

FMC